

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-060
Final Filing Date:	November 5, 2008 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A - \$2817 - \$3426 Range B - \$3050 - \$3708 Range C - \$3658 - \$4446	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 330 Sacramento, CA 95811

The Health Professions Education Foundation (Foundation) awards scholarships and loan repayments to healthcare professionals to practice in medically underserved areas and is recruiting for a dynamic and driven individual to join our team. As the Program Administrator for the Mental Health Loan Assumption Program (MHLAP), the incumbent performs program evaluation, planning and implementation; policy analysis and formulation; as well as systems development.

General Statement: Under the supervision of the Staff Services Manager I, the incumbent serves as MHLAP's Program Administrator.

Duties:

- Responsible for the implementation and oversight of the MHLAP; conducts outreach; processes applications and prepares staff analyses for program operations. Reviews applications/nominations, coordinates with Selection Committee and make recommendations for awards. Monitors approved contracts for compliance; prepares monthly monitoring reports and monitors program's expenditures.
- Performs regulation development; reviews and makes recommendations for changes or enhancements including Foundation/MHLAP applications and criteria for loan assumptions.
- Conducts analyses of program results and oversees development of annual MHLAP reports; develops statistical and written reports and prepares recommendations for program outreach and/or increased program effectiveness.
- Analyzes related legislation and determines any fiscal, programmatic or policy impact on the program.
- Serves as the liaison to Foundation's MHLAP awardees, applicants, the general public, and health facilities in need of mental health professionals/volunteers.

Desirable Qualifications:

- Knowledge and/or experience of program and/or organizational development.
- Ability to analyze data and present the information verbally and in writing.
- Excellent written and oral communication skills.
- Strong prioritization, organizational and time management skills.
- Excellent interpersonal skills.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHHPD - Health Professions Education Foundation
Attention: Lupe Alonzo-Diaz (**JOB #08-060**)
400 R Street, Suite 330
Sacramento, CA 95811

For more information contact Lupe Alonzo-Diaz at (916) 326-3641.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.